Natural Disaster Financial Assistance for local councils  
Request for an advance payment

## Overview

**In exceptional circumstances**, and where a local council can demonstrate financial hardship, arrangements for payments to be provided in advance to assist in commencing or progressing the repair or reinstatement of NDRRA/NDFA eligible essential public assets, can be organised. Councils will need to clearly demonstrate that they do not have sufficient existing and forecast cash reserves to fund the cash flow requirements of the proposed restoration work.

Requests to be considered for advance payments should be lodged through the ACMS at the following link:

<http://www.ndfa.dtf.vic.gov.au/>

Please refer to the ‘*ACMS manual’* for instructions on submitting advance payment requests, available at the following link:

https://www.dtf.vic.gov.au/funds-programs-and-policies/natural-disaster-financial-assistance

Advance payment requests should only include costs that are expected to be incurred, and should therefore not include any contingency costs.

Local councils will be advised in writing, and by an automated email from the ACMS whether their request is successful and the amount of the advance that has been approved.

For any queries, please contact the NDFA Team on (03) 9651 2327 or email [ndfa@dtf.vic.gov.au](mailto:ndfa@dtf.vic.gov.au)

## Justification claims

Once work has commenced, the Council is responsible for submitting regular claims for **actual expenditure with all relevant supporting documentation** until all works are completed. These justification claims will be offset against the advance paid, once the expenditure has been assessed by the relevant assessor.

The assessment by the relevant assessor may take approximately six to eight weeks subject to the complexity of the claim.